Catholic Charities of Santa Clara County (San Jose)

Position Description:

Intern will assist the Senior Director of Communications and the Senior Director of Development Marketing in agency outreach, messaging and graphics for social media channels; and special event support (June Golf Tournament); administrative tasks such as collecting data on open rates, etc. for agency marketing EBlasts; graphic design; press releases/media events; photography; video; and some content writing. While the main focus of the internship is social media, there is some flexibility to tailor the tasks based on the intern's specific skill or interest. Opportunities exist for the intern to meet with other members of the Development Communications team and learn more about their roles, and some opportunities to briefly meet with program directors from other parts of the agency.